

INSTRUCTIONS FOR:
BJ SUMMARY TABLES UPDATE
BUDGET NARRATIVES
CIP REQUESTS

1. Update of BJ Summary Tables

a. Update the Act 164, SLH 2011 BJ Summary tables according to the following instructions which apply to all MOF:

- FY 10 – no changes (should already reflect actual expenditures).
- FY 11 – reflect actual expenditures.
- FY 12 – no changes (do not change any FY 12 amounts since they already reflect Act 164, SLH 2011; otherwise, the changes will appear in the budget document as requested amendments to Act 164, SLH 2011).
- FY 13 – reflect the Governor's final Executive Supplemental Budget decisions.
- FYs 14 through 17 – position counts and all operating costs shall be kept constant (i.e., same as FY 13) throughout the planning period.

Exceptions: Debt service, Employees' Retirement System, Employer-Union Trust Fund employer contributions, and Department of Human Services' entitlement programs should reflect projected requirements.

b. Other than the Department of Education (DOE), University of Hawaii (UH) and Department of Transportation (DOT), all departments will be required to use B&F's web-based operating budget system (eBUDDI) for the preparation of BJ Summary tables and updating of budget details.

After Governor's final decisions, update the details to incorporate your approved supplemental budget requests so that the BJ Summary tables can be generated by eBUDDI by December 5, 2011. If you cannot update all of your detail files to generate your BJ Summary tables by that date, then enter the BJ Summary table amounts directly on the BJ Summary (BJ Edited) screen.

Departments with their own automated budget systems should submit an electronic file of their BJ Summary tables via email to the assigned B&F analyst and to Mr. Gregg Hirohata-Goto of our office at Gregg.H.Hirohata-Goto@hawaii.gov.

2. Budget Narratives

- a. Discuss the final approved Executive Supplemental Budget requests in the budget narrative in Section B (Description of Request) and Section C (Reasons for Request). See attached narrative sample format.
- b. The narrative should be typed lengthwise, in two columns, on 14-inch paper using Arial font, 12 point. Do not exceed one page, if possible.
- c. Narratives are required only for program IDs with operating or CIP changes. Narratives are prepared at the program ID level; i.e., do not prepare separate narratives for organization codes within the program ID.

3. CIP Submission Requirements

All departments are required to use the B&F web-based CIP system (eCIP) to update CIP tables and to submit any supplemental CIP budget requests as allowed under II.B.

- a. All Tables Ps have been updated to reflect the project titles, descriptions, and appropriation amounts in Act 164, SLH 2011. Table Qs should also reflect Act 164, SLH 2011.
- b. All departments may start using eCIP immediately to: 1) update Table Q to reflect Act 164, SLH 2011, if not already completed; and 2) request funding as allowed by these instructions.

Enter the Senate and House districts on Table P for any supplemental request. Enter the capital project justification (Table R) through eCIP.

- c. Form S (Excel file) is to be used to identify appropriations for trade-offs or lapsing, and to summarize supplemental CIP requests. List the requests in priority order using unique priority numbers.
- d. Private entities and/or activities which are proposed to utilize facilities to be funded by G.O. and/or G.O.R bond funds must meet appropriate Internal Revenue Code requirements to preserve the tax-exempt status of interest on such bonds.

To ensure compliance with the Federal Tax Reform Act of 1986 and amendments thereto, Form PAB must be completed and submitted for every request funded by G.O. and G.O.R. bonds.

Sample – Narrative format

Narrative for Supplemental Budget Requests
FY 2013

Program ID: XXX 000
Program Structure Level: 00 00 00 00 00
Program Title:

A. Program Objective

D. Significant Changes to Measures of Effectiveness and Program Size

B. Description of Request

C. Reasons for Request